



Report of Surplus Motor Vehicles and Motorized Equipment CS-2011

Instructions: Mail the original signed CS-2011 form along with the UNSIGNED title or transferable registration to the OGS Surplus Personal Property program.

Reporting Agency Information
Fixed Asset Number Reporting Agency Name
Reporting Agency Central Office Address Phone Number
Location of Surplus Vehicle/Equipment Contact Name Contact Number
Vehicle Information
Year Make Model Color Cylinders VIN State ID/Plate
Vehicle Type Specify Fuel Type
Diesel Emissions:
The odometer reading... AMS Asset ID
Is the vehicle or motorized equipment operable? License plate returned to OGS?
Equipment & Features:
Removal of any parts from the equipment is FORBIDDEN without written authorization from the Bureau of Surplus Personal Property.
Defects:
Signature Title Date
Note: After final disposition of the identified fund items, 10% of the gross sale proceeds will be deducted by OGS to cover costs, prior to reimbursement to your agency.
Funds from which item(s) purchased:
CS-2011 (03-23)

# Instructions: Report of Surplus Motor Vehicles and Motorized Equipment CS-2011

## Special Notes

- PLEASE DO NOT SIGN OR FILL IN ANY PART ON THE BACK OF THE TITLE.
- Surplus vehicles must be COMPLETELY cleaned out before being brought to an auction site.
- Due to recent regulations imposed by the NYS Office of Public Security, vehicles that were used as police or safety vehicles must have ALL lights and stickers removed. Stickers cannot be painted over.
- Keys must be tagged with make and a State ID or plate number for identification purposes.

## Reporting Agency Information

1. If applicable, enter the unique 10-digit fixed asset number in the box provided. These numbers are reported to the OGS Bureau of Fixed Assets.
2. Enter the name of the reporting agency declaring an item surplus. For example: Department of Transportation
3. Enter the address and phone number of the Central Office of the reporting agency declaring an item surplus. For example: 50 Wolf Road, Albany, NY 12205, 518-457-2875
4. Enter the address of the location where the surplus item is physically located. For example: 5450 South Bay Road, North Syracuse, NY 13212
5. Enter a contact name and phone number at the location of the surplus item. For example: John Doe, 315-458-7000

## Vehicle Information

6. Enter the year of manufacture, name of manufacturer, (e.g., Ford, Chevrolet, Massey Ferguson, International) and the model name (e.g., Chevy Impala, Ford Explorer, 540, L9000). Enter the color of the item and the number of cylinders.
7. Enter the Vehicle Identification Number (VIN) or Serial Number (S/N) from the title/transferable registration (titles must remain unsigned), ensuring they match. \*\*\*When the VIN or S/N on a vehicle is missing, altered or obscured, arrangements should be made through OGS for verification and/or renumbering. VIN or S/N is required for proper and legal identification and sale of surplus items, and to maintain accuracy of inventory.\*\*\*
8. Enter the State Identification Number for the item declared surplus. This number may be found on some registrations and is generally 5 or 6 characters. For vehicles, it may be the license number assigned to the vehicle or a number assigned by Fleet Administration or the Department of Transportation. The State identification number is used to assist in the accurate identification of the surplus item.
9. Enter the vehicle type by checking the appropriate box or entering on the appropriate line if vehicle type is not listed. (e.g., Sedan, Truck or OTHER Snowmobile).
10. Enter the fuel type. If the fuel type is diesel, please reference the section below.
11. The Diesel Emissions Reductions Act is a bill, passed in 2006 that requires that the fleet of heavy-duty vehicles owned by the state and businesses doing work for the state of New York to meet specific Diesel Emissions Regulations - please fill out this section to determine if your vehicle is in compliance.
12. If applicable, enter the AMS Asset ID. This is not a required field but should be added for reference.
13. Enter the accurate odometer reading as it appears on the surplus vehicle (do not enter tenths of miles or estimate the mileage). Check appropriate box, where applicable, if the actual mileage exceeds the mechanical limits of the odometer (if odometer has turned over 100,000) or if the reading is not the actual mileage, check "not the actual mileage box" and state why (e.g., odometer broken, dash missing, etc.). The accurate odometer reading is required by Federal and State regulations as part of Consumer Protection Legislation.
14. Check yes or no to indicate if the vehicle or motorized equipment is operable.
15. Check where appropriate to indicate whether or not the following are present: automatic transmission, standard transmission, and other to enter any other equipment, e.g., 4 x 4, plow, etc.
16. Enter for appropriate defects and identify all known specific defects in space provided (e.g., major accident damage, major rust, engine, transmission, brakes, etc.). "Does not run" is not a defect. Identification of defects is required to provide a reasonably accurate description of the surplus item when being sold at auction.
17. Signature: Ensure appropriate signature of authorized person responsible for completion of form and information contained within, compliance with Environmental Conservation Laws, condition, and accuracy of all information.
18. Enter name of person signing form, title and date.
19. Enter funds from which item was purchased. Most items are purchased with State Purpose Funds; however, some state agencies use other funds and require moneys realized to be deposited in specific funds, i.e., Seized, Federal, Conservation Fund, etc. IF NO FUND IS LISTED, MONEYS COLLECTED WILL BE DEPOSITED IN THE STATE PURPOSE ACCOUNT.

Submit the completed and signed Report of Surplus Motor Vehicles and Motorized Equipment Form (CS-2011) with required attachments to:

Check to confirm the following attachment is submitted with the CS.2011 form:

New York State Office of General Services  
State Surplus Property Program  
Harriman State Office Building Campus  
Building 18, Suite 102  
Albany, NY 12226

Unsigned title or transferable registration